

ADMINISTRATIVE  
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17 September 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 18 September 1975

I. Highlights of activities for this Division for this week are as follows:

A. Mrs. [ ] PERS/TRB, was given a listing of all Wage Board personnel who converted to the General Schedule from 17 November 1972 through 31 August 1975.

B. Mr. [ ] was given a set of charts which depicted the status of supergrade ceiling and personnel by career service as of 31 August 1975 and the projected number of separations of supergrades for the rest of FY 76. The status information was taken from PMCD's supergrade report and the separations came from the directorate's APP submissions.

C. A CRT query was made to select those employees who are PRA but do not have a PRA code. There were 29 staff and 30 contract personnel in this category. TRB/PI and CPD have been advised of these cases and they will contact the offices to request submission of personnel actions with PRA codes and NTE dates.

D. Two minor requests were processed for indirect HSC & SCC queries:

1. Ms. [ ] LA, was given the lists of names of personnel who had served in [ ]

2. Mr. [ ] EA/PERS, was given the names of the Chiefs and Deputy Chiefs at [ ] Station from December 1969 through December 1971. The combined time for both requests was one hour by a GS-12.

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G. TRB File Room will complete the inventory of current Staff employee files on 30 September 1975.

H. Qualifications Analysis Branch activities:

1. 8 Biographic Profiles were prepared;
2. 116 Biographic Profiles were updated;
3. 58 Biographic Profiles were furnished "As Is";
4. 21 Employee Files (132 lines) were coded;
5. 258 Cases (782 lines) - Coding updated;
6. 7,734 Sheets were xeroxed; (Figures this week show more external requests than usual - 183 requests for 5,648 sheets.)

7. The employment contract with Mr. [REDACTED], has been renewed effective 1 October 1975 for a period of one year. The new contract is for part-time employment 30 hours per week on a scheduled basis - 5 days, 6 hours each day.

I. FOIA - 2 September to 15 September:

Of the 540 names checked, there were no records on 534 names, only card notations in AFS or CPD on 5 names, and on Applicant File on 1 name. Of the 540 requests, OP had records on 1 percent, and files on less than 1 percent.

J. Special Projects Report none. (See item "D")

K. Eighteen (18) cubic feet of records were transferred to the Agency Records Center (SPD - 13; HMAB - 3; PMCD - 2).

II. Anticipated goals for the next week:

A. C/SRB will submit the work order to OJCS with the report specifications for Military Personnel Branch's listing of Details from 1947 to date.

[REDACTED]

Chief, Control Division

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